BY ORDER OF THE ***OPERATING INSTRUCTION 21-58***
16TH LOGISTICS GROUP COMMANDER (AFSOC)

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Maintenance

CORE AUTOMATED MAINTENANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Operating Instruction (OI) establishes procedures and minimum responsibilities to be accomplished by Core Automated Maintenance Systems (CAMS) functional users and managers assigned to the 16th Logistics Group (16 LG).

1. Overall Responsibilities: The maintenance systems analysis supervisor will be the principal CAMS manager for the 16th Special Operations Wing (16 SOW). Each staff agency and workcenter that has CAMS responsibilities outlined in AFSOCI 21-106 will designate a CAMS manager for that functional area.

2. CAMS Data Base Manager Responsibilities: The CAMS data base manager will ensure that 16th Logistics Support Squadron Maintenance Systems Analysis (16 LSS/LGLOA) personnel are not performing duties which should be accomplished by other functional users. The CAMS data base manager will establish a users group made up of AMU, CRS, and EMS representatives.

3. Aircraft Maintenance Unit/Squadron Representative Responsibilities: Each AMU, CRS, and EMS will appoint an AMU/squadron CAMS representative. The AMU/squadron representative will assist the data base manager in the overall management of CAMS with regard to their AMU/squadron. This includes coordinating on higher headquarters directives pertaining to procedures and responsibilities which affect CAMS users. The AMU/squadron representative will attend all CAMS working group meetings.

4. CAMS User Responsibilities: Each user will coordinate with their AMU/squadron representative on CAMS related problems or recommendations.
4.1. The Maintenance Systems Analysis Branch, which includes the Database Management (DBM) Section, is the focal point for CAMS. It serves as a liaison between the users, the Base Network Control Center (BNCC), and the Air Force Defense Mega Center. This section will:

4.1.1. Monitor CAMS data integrity through a Dedicated AMU Analyst program.
4.1.2. Maintain the CAMS files.
4.1.3. Submit difficulty reports (DIREPS).
4.1.4. Control recovery procedures.
4.1.5. Schedule periodic reports.
4.1.6. Solve problems beyond the capabilities of the users.
4.1.7. Assist training management in the development of CAMS training requirements
4.1.8. Advise the Group Commander and staff of any change in the status of CAMS which might affect maintenance capabilities such as:
4.1.8.1. Unscheduled interruption of the base level computer system.
4.1.9. Provide data and assist in its retrieval for staff agencies.
4.1.10. Provide data and assist in its retrieval for staff agencies.
4.1.11. Establish and maintain a CAMS Subsystem Monitor program.
4.1.11.1. RCS: HAF-LEY(M) 8513, AVISUR (Aerospace Vehicle Inventory).
4.1.11.2. RCS: HAF-LEY(M) 8509, AVISUR (Aerospace Vehicle Status).
4.1.11.3. RCS: HAF-LEY(M) 8511, Monthly Utilization Address.

4.2. Aircraft Maintenance Control Center (AMCC) is responsible for AFI 21-103 equipment status and location management reporting. They will accomplish CAMS entries and issue job control numbers (JCNs) for all red streak discrepancies (red streak discrepancies are defined as those discovered within 4 hours of scheduled sortie departure). AMCC will accomplish CAMS entries and issue JCNs for all maintenance discovered discrepancies that will affect aircraft status. They will input all cannibalization events into CAMS and maintain a manual log of assigned cannibalization JCNs. AMCC will update aircraft status in CAMS.

4.3. 16th Logistics Support Squadron Plans and Scheduling (16 LSS/LGLOP) is responsible for:
4.3.1. Monitoring Scheduled inspections [Isochronal (ISOs) and Home Station Checks (HSCs)].
4.3.2. Monitoring deferred maintenance.
4.3.3. Monitoring Aircraft flight time.
4.3.4. Loading and monitoring time change.
4.3.5. Loading and monitoring special inspections.
4.3.6. Loading and monitoring of Time Compliance Technical Orders (TCTOs).

4.4. Debriefing is responsible for entering all in-flight discrepancies, deviations to aircraft times, and all operational events on assigned equipment.

4.5. Performing work centers will ensure Job Data Documentation (JDD) is accurate and all work orders are completed in a timely manner, but NLT the next duty day.

4.6. Work center supervisors will review and monitor scheduled and unscheduled maintenance events, completed maintenance events, and training requirements on all assigned personnel.

4.7. Maintenance Flight: Job following event will not be used while an aircraft is in the inspection dock. The ISO dock will schedule events for specialists throughout the inspection, including backline. The dock coordinator is responsible for scheduling all

events while an aircraft is in ISO, and will defer or reschedule events including Awaiting Parts (AWP) jobs.

4.8. Repairable Processing Center (RPC) or shop, as applicable, will schedule and control in-shop component repairs using CAMS back shop procedures.

4.9. Engine Management will track engines and engine components, maintain engine equipment inspection and time change requirements, update engine status data, and perform RPC functions for repairable in-shop items for the Propulsion Flight.

4.10. Logistics Group Quality Services, 16 LG/LGQ, will as a minimum review maintenance documentation for accuracy and completeness during jacket file and active forms inspections.

4.11. Logistics Maintenance Training is responsible for loading and maintaining course codes, special certifications, OJT training information, maintenance training requirements, each individual's complete training history and the issue of special access to CAMS screens that affect the training subsystem.

4.12. Resource and Management is responsible for monitoring and maintaining manpower resources. This includes processing load, change, or delete transactions for all organizational, work center, and maintenance personnel records. The issue of special access to CAMS screens that affect the personnel subsystem will also be authorized by this function.

4.13. Supply Computer Operation Section, 16 SUPS/LGSPC, will serve as point of contact for Standard Base Supply System (SBSS) related problems.

4.14. Sortie Generation Flight chief will ensure aircraft status is forwarded to AMCC and updated in CAMS.

5. Background Reports: Background reports are transaction identification codes (TRICs) which must be processed through a data systems (DS) remote. These reports generate more data than an on-line response can accommodate.
5.1. One-time Background Reports are requested by submitting the screen used to generate the desired report (formatted IAW applicable AFCSM 21-XXX series, CAMS manuals) to the unit CAMS manager. The unit CAMS manager forwards the request to the Maintenance Analysis Systems Analysis Section for processing. The following information should be annotated on the top portion of the printed page: requester's name, telephone number, duty section, type of output, date and time requested and date required. This can be faxed.

5.2. Recurring Background Reports. If a report is required on a recurring basis, coordinate with Maintenance Systems Analysis/DBMs to establish the time frame the report will be required, print the screen as outlined in paragraph 5.1. and forward to the DBM section. Recurring reports are processed ahead of normal one-time reports. If CAMS is down for an extended period of time, the earliest recurring reports will be processed after all recovery operations have been completed.

5.2.1. Distribution of training reports, aircraft utilization reports, and manpower reports required by individual units should be requested from Training Management, Wing Plans and Scheduling, and Resource Management sections as applicable.

6. Terminal Area Management:

6.1. Terminal Area Security Officer (TASO). Each squadron will have a primary TASO and at least one alternate TASO per work center. All squadron/work center TASOs will be appointed in writing and sent to the unit TASO/Data Base Management.
6.1.1. Squadron TASOs will maintain a TASO book with a primary and alternate TASO appointment letter, a list of terminals the squadron TASO is responsible for and a copy of DISA Form 41 or other form approved by the unit TASO.
6.1.2. Squadron/work center TASO's major responsibilities are to safeguard unique User-IDs, be present or on call during transmission of sensitive data, notify unit TASO if a new password is required, promote security, ensure compliance with security procedures and perform initial evaluation of security incidents.

6.2. CAMS equipment will not be moved out of the workcenter without the prior coordination and approval of the CAMS data base manager.

6.3. User ID and Passwords Procedures. When a user ID and password cannot be accessed after three tries, notify the Maintenance Systems Analysis Section during normal duty hours. CAMS users will not call the Network Control Center directly for any reason.

6.4. Hardware Failure Reporting Procedures. When a known or suspected hardware failure occurs, the AMU representative or TASO will complete an AF Form 3215, Communications Computer Systems Requirements, to fix the hardware problem and notify their organizational computer manager.

6.5. Software Errors. A prime cause of errors and slower than normal response time is GAG build up. GAG releases are performed in two manners. The first is by typing "D" after each GAG. The second is by entering GAGXOOOREL. The second method should be performed at least four times per shift. When a software error is encountered, print the entire screen including error and forward it through unit CAMS representative to Maintenance System Analysis. The following should be annotated on the top portion of the printed page: user's name, telephone number, duty section, date, time and type of transaction being performed.

6.6. Manual Event IDs. Manual Event IDs should only be used when the CAMS computer is down. When used, Manual Event IDs will be assigned only by controlling agencies. Refer to OI 21-9 for Manual Event ID block assignments.

6.7. Difficulty Reports (DIREPs) and Communications Computer Systems Requirements (CSRD).
6.7.1. The Maintenance Systems Analysis Section will be the focal point for the submission of DIREPs and CSRDs. DIREPs are used when CAMS is not operating as designed. CSRDs are used when there is a need to change existing requirements or add new capabilities (i.e.; equipment, communications lines, etc.) to CAMS. AF Form 1815,

Difficulty Reports, will be submitted IAW AFCSM 21-556, Vol 2 and AFM 171-110, Vol 1. AF Form 3215, Communications Computer Systems Requirements, will be submitted IAW AFCSM 21-556, Vol 2 and AFI 33-103.

JENNIFER B. FOX, Col, USAF
Commander
16th Logistics Group